

Minutes of ESD Safety Committee Meeting 7/28/05

Attending: Seiji Nakagawa, Tim Kneafsey, Dominique Joyner, Ingrid Zubieta, Rob Connelly, Jil Geller, Bo Bodvarsson (for Critical Items).

1. Critical Items:

- a. ESD's PY05 accident record, analysis and corrective actions – Rob reviewed statistics, ES has the highest accident rate among the Science Divisions. OSHA log requires a yearly average, although this may not be the most descriptive. IFA noted workstations in ESD that were not ergonomically arranged. Eight SAARs in the last 3 years were ergo. Bo wants ESD to require ergo evaluations for every staff member – how do we ensure this? JHQ? Two out of the three first aid cases were ergo, and involved students in overcrowded, non-ergonomic workstations. One student indicated not wanting to cause a stir by complaining. Post-docs also feel insecure and stressed about their future position and may be reluctant to report ergo problems. Students also work long hours and at different locations with laptops and are therefore more vulnerable to ergo injuries. Bo wants to institute informal group meetings (pizza parties?) with younger staff 3-4x/yr on a regular date to discuss mentoring and ES&H. *Jil to arrange targeted ergo walkthrough. Ingrid would like to take training to become ergo evaluator – Jil will give Ingrid info (done). Jil to compose email to supervisors to pay extra attention to student ergo needs and encourage open communication on safety; let students know they can contact Jil if they do not want to contact supervisor. Jil will submit request for student meetings to Nina (outside scope of ES&H).*
- b. Student safety and policy regarding after-hours access – Policy appears in place, but may need reinforcement. Clear guidance that high school students only work when mentor/supervisor is present. For undergraduate students, after-hours work is at the discretion of the supervisor. Labspace lead PIs should be communicating safety issues to all lab users, including students; need to emphasize special attention to students. Supervisors approve key requests, so should know where their supervisees work. May want to emphasize review of emergency response procedures when key is given to student, and that Supervisors must be clear about work hours and expectations. *Jil will summarize issues and email Bo for consideration.*

2. Last meeting's minutes were approved. *Follow-ups noted below:*

- a. New Safety Committee Members. *Bo approved Tim's recommendations of Alex Morales and a member of Margaret Torn's group. Tim waiting to hear from Alex and Margaret.*
- b. Bo would like to have one pager on individual labs' activities incorporated into lab safety primers and EH&S at a glance one-pagers displayed at all ESD labs. *Latter has been done, Jil will work on one-pager with PIs.*
- c. Electrical Safety Inspection Results: Most people e-mailed Jil that they had corrected pre-inspection findings. *Action: Jil will follow up on any action that needs to be taken by PIs*

- d. Recent ESD Accident and Corrective Actions (Budget, Line item for safety). *Proposal initiation documents now include multiple reminders to budget for ES&H costs. Jil drafted equipment tag to be used for operator authorization, maintenance and use record (Maria will prepare).*
- e. IFA Inspections. *Jil entered findings into LCATS.*
- f. Management ESD Space Walkthroughs. Facilities errors, accountability. *Update: Rob will follow-up w/ Steve Black from Facilities to arrange meeting.*
- g. PIs need to communicate that all purchases related to health and safety on field trips (sunscreen, bottled water) are reimbursable. *Jil will communicate this to PIs.*
- 3. New Business:
 - a. Rob suggested we consider the Workers Observing Workers (WOW) for ESD (we already have a policy of doing that). *Rob will provide more info on program at next meeting.*
 - b. Are there too many ES&H-related emails to ESD staff? Figure out more concise bundling. *Assess problem, discuss at next meeting.*